

# Public Notification Requirements

## ARS 11-813 & Cochise County Public Notice





# Why Public Notification Matters

## Transparency & Participation

Ensures community involvement in critical land use decisions that shape neighborhoods

## Property Rights Protection

Informs affected owners and residents of changes that may impact their investments

## Democratic Input

Enables public feedback to influence zoning outcomes and special use approvals

## Legal Foundation

Creates the cornerstone of democratic local governance and regulatory compliance

# Overview of ARS 11-813

## Zoning Ordinance Hearings

### 1 15-Day Notice Requirement

Minimum advance notice required before all public hearings on zoning ordinances

### 2 Newspaper Publication

Notice must appear once in a newspaper of general circulation in the county seat

### 3 Dual Hearings Coverage

Applies to both Planning Commission and Board of Supervisors hearings

### 4 Amendment Authority

Board must consider public protests and may modify ordinances accordingly



# ARS 11-813: Enhanced Notification

## Major Zoning Changes

### Significant Change Triggers

±10% changes in building height, setbacks, or permitted uses require enhanced notice

### Direct Mail Requirement

First-class mail to directly affected property owners, or inclusion in utility bills/mass mailings

### Display Advertisement

Minimum 1/8 page display ad in local newspaper before first hearing

### Registration System

Interested parties can register for mailed notices (annual fee up to \$5)



# Cochise County Special Use Authorization

## Purpose & Process

01

### Permit Purpose

SUPs allow land uses not normally permitted in existing zoning districts

02

### Commission Approval

Planning & Zoning Commission approval required after public hearing process

03

### Compatibility Review

Ensures proposed uses are compatible with surrounding properties and community welfare

04

### Evaluation Criteria

Commission evaluates 10 factors including traffic impact, infrastructure, and public response



# Cochise County SUP and Rezoning Notice Requirements

## 1 Mailed Notice Preparation

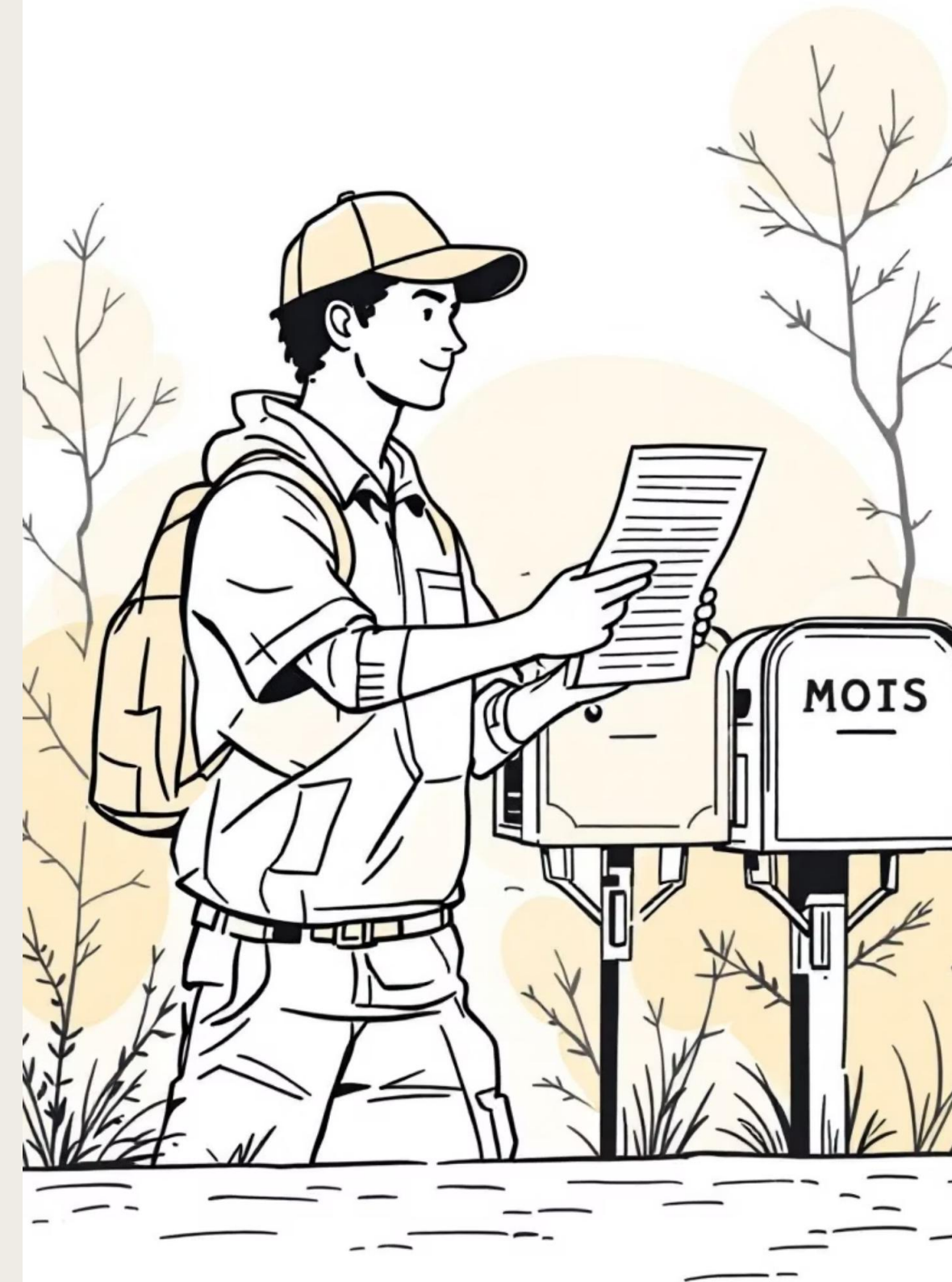
Applicant sends notices at least 2 weeks before application submission. Planning staff provides address labels and sample letters.

## 2 Recipient Categories

Property owners within defined radius, registered neighborhood/homeowner associations, and interested parties.

## 3 Hearing Schedule

Public hearing scheduled after staff completes review process and all notification requirements are met.



# Notice Content & Posting Requirements

## Required Notice Elements

- **Hearing Details**

Date, time, and place of public hearing

- **Use Description**


Clear description of proposed use or zoning change

- **Contact Information**

Location and contact details for additional information

## Physical Posting

Weatherproof sign on property visible from main public right-of-way, posted at least 15 days before hearing and updated as needed.



**COCHISE COUNTY**  
Arizona

**Development Services**  
520-432-9300  
developmentsservices@cochise.az.gov  
www.cochise.az.gov  
1415 Melody Ln, Bdg F  
Bisbee, Arizona 85603

December 10, 2025

Re: Docket \_\_\_\_\_

Dear Property Owner:

The Cochise County Planning and Zoning Commission hereby gives notice a public hearing will be held at or after 4:00 p.m., on Wednesday, January 7, 2026, at the Cochise County Board of Supervisors Hearing Room, at 1415 Melody Lane, Building G, in Bisbee, Arizona.

The Cochise County Board of Supervisors hereby gives notice a public hearing will be held at or after 10:00 a.m., on Tuesday, January 27, 2026, at the Cochise County Board of Supervisors Hearing Room, 1415 Melody Lane, Building G, in Bisbee, Arizona.



*Specific information how to attend meetings virtually via Microsoft Teams on desktop, mobile app, or by phone is provided on each agenda. The agenda will be accessible online using the QR code to the right approximately one week prior to the public hearing.*

Docket \_\_\_\_\_

*This rezoning request applies to the properties identified above and WILL NOT change the zoning or land use of other properties in the vicinity if approved.*

You are hereby notified of this request as an owner of property within 300' of the subject property. You may submit comments to the case planner by December 29, 2025, for forwarding to Commission and Board members. Whether or not you choose to comment, you are encouraged to attend this public hearing to let your feelings be known concerning this docket. If you do not attend the public hearings but wish to know the Commission's or Board's actions, contact the case planner below.



# Legal Protections & Limitations



## Due Process Protection

Failure of any person to receive notice does NOT invalidate county actions if notice was properly given according to requirements.



## Legal Certainty

Notices ensure due process compliance but do not guarantee individual receipt by every affected party.



## Formal Record

Public hearings provide opportunity for objections and support to be officially recorded in county proceedings.

# Summary: Key Timelines & Responsibilities

Step	Timing Requirement	Responsible Party
Initial mailed notice	≥ 2 weeks before application submittal	Applicant
Newspaper publication	≥ 15 days before hearing	County
Property posting	≥ 15 days before hearing	County
Public hearing	After all notices completed	Planning Commission/Board

# Ensuring Fair & Transparent Land Use Decisions

## Robust Framework

ARS 11-813 and Cochise County codes create comprehensive public notification system

## Community Empowerment

Multi-channel notices protect property rights and enable meaningful participation

## Legal Certainty

Compliance builds trust and ensures better land use outcomes for all stakeholders

